



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

PROPERTY CONTROLLER II

SALARY RANGES	\$3447 - \$4313
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	General Services
FINAL FILING DATE	November 20, 2015

DESCRIPTION OF DUTIES: Under the supervision of the Warehouse Manager I, is responsible for the maintenance of property records and location of state property. Responsible for recording, receipt and issuance of property and for the proper marking on property. Responsible for the maintenance and accuracy of property records. Inspects furniture and recommends repair if condition warrants. Oversees reupholster of furniture, electric bed maintenance and refurbishing/repair of furniture. Prepares and coordinates surplus property sales and recycling. Acquires property in cooperation with Department of Reutilization. Assists with preparation of the equipment budget by submitting necessary data. Prepares surplus property sales and recycling, transfers and disposal. Conducts periodic property inventories and updates property records. Coordinates completion of property movements. Directs AEO drivers, Limited Duty or any other reassigned staff. Complete necessary forms for purchase of necessary client items e.g. mattresses, etc. Other duties as assigned.

WHO MAY APPLY: Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: PROPERTY CONTROLLER II
RELEASE DATE: 11/6/15